

Travel Expense Budget Justification

Project/Grant Title:

Traveler Name:

Destination(s):

Purpose of Travel:

Travel Dates:

Budget Breakdown

Expense Category	Quantity	Cost per Item	Total Amount	Justification
Airfare	1	\$_____	\$_____	Round-trip flight from origin to destination
Ground Transportation	_____	\$_____	\$_____	Taxi, rideshare, or public transit at destination
Lodging	nights	\$_____	\$_____	Hotel accommodation during stay
Meals & Incidentals	days	\$_____	\$_____	Per diem or estimated daily meal expense
Registration Fees	_____	\$_____	\$_____	Conference or event registration
Other (specify)	_____	\$_____	\$_____	_____
Total Estimated Expense			\$_____	

Summary Justification:

Please provide a brief summary explaining the necessity and reasonableness of the proposed travel and related expenses. Outline how the travel supports the goals of the project or grant.

Important Notes:

- All expenses must comply with institutional and sponsor policies.
- Receipts and supporting documentation may be required for reimbursement.
- Provide detailed justifications for each expense category.
- Ensure estimated costs are reasonable and based on current rates.
- This document should be completed prior to travel for approval.

